

CHURCHILL COUNTY SCHOOL DISTRICT

Early Childhood Education (ECE) Program Coordinator

FLSA Status: Exempt

Created: 8/2017

Last Revised:

DEFINITION:

This position is responsible for all processes associated with application for and management of Pre-K Development Grant and other ECE Grants at Northside Early Learning Center. As the ECE Program Coordinator, this position is responsible for community awareness, staff training, data reporting, coordination with community partners, and implementation of all grant related activities. The ECE Program Coordinator will assist teachers with the strategies needed to implement into daily student instruction appropriate educational curriculum based on the Nevada Academic Content Standards and the Churchill County School District approved curriculum.

SUPERVISION RECEIVED AND EXERCISED:

The ECE Program Coordinator reports directly to the Director of Special Services.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Conduct trainings of teachers.
- Coordinate grant project activities.
- Collaborate and support professional staff regarding grant projects.
- Prepare performance and other reports as required.
- Collect and manage data for the Data-Based Management Teams.
- Use data to analyze instructional strategy use and program effectiveness.
- Coordinate monitoring activities of grant.
- Plan and coordinate with community partner regarding activities, lessons, data, etc.
- Plan and coordinate Early Childhood meetings.
- Plan and coordinate parent activities.
- Analyze the effectiveness and participation of parent activities.
- Train all staff.
- Other duties assigned.

QUALIFICATIONS:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Computer applications and hardware used in the assigned area.
- Education code, board rules, district policies, and operating procedures.

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Skills to:

- Communicate effectively both written and orally.
- Maintain an active schedule, and ability to travel to meetings within and out of the district.
- Participate as a collaborative member with other faculty and staff.
- Work cooperatively with students, parents, peers, administration, and community members.
- Facilitate parent and student conferences with teachers.

Ability to:

- Acquire research and review effective reading and instructional strategies.
- Train personnel and provide a significant degree of “follow-up” to assure proper implementation.
- Work cooperatively with professional administrative, certified, and classified staff.
- Appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
- Work in collaboration with Special Services Director.

Experience and Training Guidelines:

- Master’s Degree from an accredited college or university
- Three years public school teaching experience.
- Literacy background and experience preferred.

Required Certifications and Licenses:

Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education and be certified in relevant subject area.

A valid Nevada Driver License with driving record in good standing.

Physical and Mental/Intellectual Requirements: *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, Smart Board, iPads/Tablets etc.) to enhance student learning. Involves ability to communicate effectively and professionally in person

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through electronic means (email) or over the telephone as appropriate. Light lifting (up to 50 pounds) may be occasionally required.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing		X		
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearing				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle	X			
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders> 6 Feet				

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ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
Senses:				
Eyes				
Visual Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell				

Working Conditions:

Work is performed under the following conditions:

Exposure to climate controlled settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments. Frequent interruptions to planned work activities occur.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____